

2

Export Certification
Manual

Procedures

Export Certificates

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Introduction

The *Export Certificates* section of the *Procedures* chapter contains information about and instructions for completing Federal plant export certificates, which are issued by Authorized Certification Officials (ACOs) to expedite the entry of plants or plant products into a foreign country.

The Federal plant export certificates that are endorsed or issued by ACOs are as follows:

- ◆ PPQ Form 553, Certificate of Heat Treatment
- ◆ PPQ Form 577, Federal Phytosanitary Certificate
- ◆ PPQ Form 578, Export Certificate, Processed Plant Products
- ◆ PPQ Form 579, Phytosanitary Certificate for Reexport

USDA-APHIS-PPQ discourages using Federal plant export certificates as commercial documents. Ultimately, the exporter is responsible for meeting contract or letter of credit requirements and for obtaining consular visas when required by the foreign country.



Contract requirements, letter of credit, or consular visas are **not** phytosanitary conditions. Therefore, **do not** issue Federal plant export certificates to satisfy contract or letter of credit requirements or for obtaining consular visas.

Accountability

To maintain the credibility of the USDA-APHIS-PPQ phytosanitary export certification program, an accountability system was established to deter forgeries and to control public misuse of Federal plant export certificates. As a part of the accountability system, Federal plant export certificates (PPQ Forms 577, 578, and 579) are prenumbered in the top, right corner.



All unused prepaid Federal plant export certificates **must** be returned to the **issuing office**.

Exporters and brokers are prohibited from prepaying Federal plant export certificates at one location and forwarding them to another location for authentication.

Never authenticate a Federal plant export certificate issued by another office.

Regarding accountability, ACOs are to perform the following procedures:

1. Record on APHIS Form 80-R, Export Certification Record, in numerical order, all blank Federal plant export certificates prepaid by exporter, shipper, or broker (see *Special Procedures, User Fees*, [APHIS Form 80-R, Export Certificate Record](#) on [page 3-11-28](#), for detailed instructions on keeping this record).
2. Validate **only** those Federal plant export certificates originating in the issuing office (both Federal and State). Before allowing exporters to prepay for blocks of Federal plant export certificates, type or stamp the certificates with the name of the issuing office in the block, "For Official Use."
3. Adhere to the issuing office's responsibilities as follows:
 - A. Keep to a minimum the number of prepaid Federal plant export certificates given out. Supplying exporters, shippers, or brokers with **no** more than a 3-month supply of prepaid certificates is recommended.
 - B. Before supplying prepaid certificates, complete the "Place of Issue" block on the certificates.
 - C. Instruct exporters to complete **only** the section titled, "Descriptions of the Consignment," and return the Federal plant export certificate to the issuing office for processing.
 - D. Have an ACO review a prepaid, partially completed Federal plant export certificate as follows:
 - i. Carefully review the information entered by the exporter to ensure the current procedures have **not** been violated.
 - ii. Record additional declarations. The exception is when the workload **does not** allow the ACO to complete the Federal plant export certificate. For this exception, the ACO **must** dictate to the exporter the required additional declaration.
 - iii. Check the wording of the additional declaration for accuracy when the Federal plant export certificate is presented for authentication. If incorrect additional declarations are recorded on a Federal plant export certificate by exporters, then a new certificate **must** be prepared.
 - E. Inform exporters that prepaid Federal plant export certificates **must** be returned to the issuing office for refunds or credits, including those certificates voided or otherwise ruined while completing. Exporters are **prohibited** from prepaying for Federal plant export certificates at one location and forwarding them to another location for processing.
 - F. Inform exporters that PPQ Form 578 is **not** phytosanitary certificates and may **not** serve as one for facilitating the entry of processed products. PPQ Form 578 was created to fill a void where **no** other USDA agency certification existed or can

be adapted and may **only** be used for those processed products eligible for a PPQ Form 578 as indicated in EXCERPT.

- G.** Inform exporters that PPQ Form 553 is **not** a phytosanitary certificate and may **not** serve as one for facilitating the entry of plants and plant products. PPQ Form 553 has a unique purpose to certify the heat treatment of coniferous solid wood packing material associated with plants or unprocessed or unmanufactured products for export to the People's Republic of China.

Certification Violations

Only officials authorized by USDA-APHIS-PPQ can change or correct information on Federal plant export certificates. Unauthorized changes are in violation of 7CFR 353 and may be prosecuted under Plant Protection Act (7USC 7701) and other applicable laws. When a violation is discovered, then the PPQ Officer-in-Charge should consider the circumstances surrounding the violation before proceeding to one of the following actions:

- ◆ Issue an APHIS Form 7060, Official Warning, Violation of Federal Regulations (**only** after consulting with the local or regional Investigative and Enforcement Services (IES) officials)
- ◆ Refer a request for investigation to the local IES investigator for further action¹

PPQ Officers-in-Charge should determine the intent behind the violation and work with the local or regional IES official to make the judgement to either officially warn the violator(s) or pursue prosecution. If the intent is **not** clear or is ambiguous, then PPQ Officers-in-Charge can use their IES counterparts to get a recommendation about which action to take.

Generally, the Office of the General Counsel (OGC) will **not** pursue administrative prosecution of cases that lack clear significance. Repeat violations or those that have the appearance of an attempt to deceive or commit fraud should be automatically referred to IES investigators for further action. IES in turn will determine if an investigation will be forwarded to the Office of the Inspector General (OIG) for criminal prosecution.

1 For local and regional IES contacts, see web site address: <<http://www.aphis.usda.gov/ies/contacts.html>>

APHIS Form 7060 should be issued when the violation **does not** warrant further action and **only** after consultation with local or regional IES officials. If APHIS Form 7060 is issued, then **no** further action may be taken on this incident by IES.

The following are some examples of violations where APHIS Form 7060 may be used instead of pursuing an investigation (none of the following apply if the exporter is apparently seeking certification of an un-inspected shipment):

- ◆ Correction to the name of the exporter or consignee
- ◆ Decrease in the quantity of declared
- ◆ Correction to or deletion of botanical names of plants
- ◆ Correction to the number (generally **only** decreases) and descriptions of packages, or distinguishing marks
- ◆ Correction to the declared means of conveyance
- ◆ Addition of a letter of credit or other commercial reference

These certification violations are prohibited practices and can result in a foreign government rejecting a Federal plant export certificate and therefore rejecting the shipment. These prohibited practices should **not** warrant a criminal investigation, and unless an attempt to defraud is apparent, these first-time violations would warrant issuance of APHIS Form 7060. USDA-APHIS-PPQ ports use APHIS Form 7060 to inform the exporter, shipper, or broker of the violation and to advise them of the correct procedure to follow for making changes to a Federal plant export certificate. Also, the exporter should be informed of the consequences of failing to follow procedures.

Confidentiality

ACOs who issue Federal plant export certificates **must** hold in strict confidence the information in these official documents to protect buyers and exporters. PPQ Forms 553, 572, 577, 578, and 579 frequently contain trade secrets or confidential information, which if disclosed might cause financial harm to buyers and exporters.

Records containing trade secrets and commercial or financial information (obtained from a person) that is privileged or confidential is exempt from mandatory release under the Freedom of Information Act (FOIA). (See Title 5, United States Code, Section 552(b)(4).) However, the FOIA **only** applies to agency records, those that are in the possession and control of a Federal agency at the time the FOIA request is made.

If someone requests a completed or partially-completed Federal plant export certificate, a State record which provides the basis for a Federal plant export certificate, or any information from these documents then the request **must** be forwarded to the Freedom of Information Act/ Privacy Act (FOIA/PA) Officer for USDA-APHIS-PPQ at the following address:

Legislative and Public Affairs Staff, APHIS, USDA
4700 River Road, Unit 50
Riverdale, Maryland 20737-1232
Phone: 301-734-8296

Federal plant export certificates and State records which provide the basis for Federal plant export certificates that are maintained by State cooperating agencies are **not** subject to the Federal FOIA. However, many States have open government laws which may require the release of records maintained by State agencies. Therefore, if someone requests a completed or partially-completed Federal plant export certificate, a State document which provides the basis for a Federal plant export certificate, or any information in these documents, then the State or county employee should **not** release the document or information unless appropriate State officials determine that release of the document or the information in the document is required by State law.

General Guidelines for Completing Federal Plant Export Certificates

General guidelines for completing all Federal plant export certificates are listed in this section. Specific instructions for completing, distributing, and maintaining each type of Federal plant export certificate are located behind each designated tab for PPQ Form 553, PPQ Form 577, PPQ Form 578, and PPQ Form 579.

The general guidelines cover the following topics:

- ◆ [Consolidation](#)
- ◆ [Continuation Sheets](#)
- ◆ [Format](#)
- ◆ [Language and Legibility](#)
- ◆ [Replace Lost Federal Plant Export Certificates](#)
- ◆ [Reissue Federal Plant Export Certificates](#)
- ◆ [Void or Return Unused Federal Plant Export Certificates](#)

Consolidation

Any shipment² going from interior places by rail to a port for consolidation is eligible for **only** one Federal plant export certificate because the shipment is still **only** one consignment. If it is necessary for an exporter to have a certificate of inspection for each rail car, then USDA-APHIS-PPQ suggests that State certificates be issued for consolidation into one Federal plant export certificate at the port of export.

Only issue multiple, original Federal plant export certificates when one of the following conditions exists:

- ◆ Multiple ports of loading in the United States
- ◆ Multiple ports of discharge in the foreign country
- ◆ If bulk grain, multiple berths in the same port
- ◆ Different genera of bulk materials loaded on one carrier
- ◆ If containerized shipments, each van may require an original certificate

Continuation Sheets

Continuation sheets are permitted **only** when there is insufficient space in the blocks on Federal plant export certificates to describe the consignment or enter additional declarations, or when the plant protection organization of the foreign country requires an attachment.

When there is insufficient space on a Federal plant export certificate, then do the following:

1. In the block of the certificate, ENTER "See attachment."
2. List the information on a separate sheet of plain paper without letterhead, unless required by the importing country as specified in the export summary.
3. Indicate the number of the Federal plant export certificate and the date of issuance at the top of each continuation sheet.
4. Review the listed information for accuracy.
5. Record an additional declaration on the Federal plant export certificate that refers to the attached sheets (see below an example of an additional declaration for Block 9).
6. Sign each continuation sheet.

² As a working definition for export certification purposes, shipment means one exportation of plants or plant products, from one exporter to one consignee, in one country, on one means of conveyance [7CFR 353]. In most cases, **only** one Federal plant export certificate is issued per shipment.

7. Include the original continuation sheet(s) with the original Federal plant export certificate. Include a copy of the continuation sheet(s) with each copy of the certificate.

EXAMPLE "See attachment for a list of produce names and quantity declared."

Corrections

Corrections are either **not** allowed or should be kept to a minimum on Federal plant export certificates.



Do not allow errors on Federal plant export certificates when the export summary specifically states that the certificates may contain **no** errors.

Never correct information entered in the critical blocks on Federal plant export certificates, unless directed otherwise in the export summary.

Never delete entire entries or use opaque correction fluid or correction tape.

Critical Blocks

Corrections and errors are **not** allowed in the following critical blocks on PPQ Forms 577 and 579:

- ◆ Name of Produce and Quantity Declared (*Block 9*)
- ◆ Botanical Name of Plants (*Block 10*)
- ◆ Number and Description of Packages (*Block 11*)
- ◆ Distinguishing Marks (*Block 12*)
- ◆ Additional Declaration

Corrections and errors are **not** allowed in the following critical blocks on PPQ Form 578:

- ◆ Product (*kind, quantity, and weight*)
- ◆ Identification

Noncritical Blocks

If acceptable by the foreign country (see the definition of PC in the export summary), corrections can be made in noncritical blocks of Federal plant export certificates. Initial the correction(s). ACOs **must** use their best judgment about corrections and erasures. The intent is to prevent having to complete another Federal plant export certificate just for a typographical error.

The proper way to correct a typographical error in a noncritical block is as follows:

1. Use a straight line to line-out the incorrect entry

2. Initial the correction.

EXAMPLE

This is a corrected ~~typography~~ error in a noncritical block.
typographical (daw)

When there is evidence that a Federal plant export certificate has been altered in violation of 7CFR 353, then follow the guidelines for determining the regulatory action to take. See [Certification Violations](#) on **page 2-5-4**.

Format

PPQ Form 577 and PPQ Form 579 **must** follow the format of the international model adopted by the International Plant Protection Convention.

Language and Legibility

Federal plant export certificates **must** be completed as follows:

- ◆ English language **only**
- ◆ Original and all copies are legible
- ◆ **No** foreign words or phrases, **except** for Latin binomial names of plants, plant products, and plant pests or plant diseases
- ◆ Hand printed in uppercase letters, or typed, or computer generated

Replace Lost Federal Plant Export Certificates

Only ACOs at the issuing office (accountability point) can either replace or reissue lost Federal plant export certificates. Replacement certificates are based on the same inspection date(s) and results of the original certificates because replacements are **not** based on new inspections. **Only** the date of issuance will change on replacements certificates. Record an additional declaration on replacement certificates that includes: replaced certificate number, date of issuance, issuing office, and additional declaration states the reason for replacing the certificates (see example below). See also *Special Procedures, User Fees, [Reissue and Replace Federal Plant Export Certificates](#)* on **page 3-11-11**, when collecting a user fee for replacements.

EXAMPLE

"This certificate replaces the exporter's lost original of Federal Phytosanitary Certificate [number], issued on [dated], at [issuing office]."

Reissue Federal Plant Export Certificates

Only ACOs at the issuing office (accountability point) can reissue completed or partially completed Federal plant export certificates because of changes in the information (such as extensive changes in a critical block, erasures prohibited by the foreign country, or the original certificate **cannot** be recovered for correction).

Reissued certificates are based on the same inspection date(s) and results on the original certificates. Because reissued certificates are **not** based on new inspections **only** the date of issuance will change on reissued certificates. See also *Special Procedures, User Fees, Reissue and Replace Federal Plant Export Certificates* on **page 3-11-11** when collecting a user fee for the reissued certificate.

If an original certificate is **not** recovered, then record an additional declaration on the reissued certificate (see example below).

EXAMPLE

"This certificate supersedes Federal Phytosanitary Certificate [number], issued on [date], at [issuing office], because [reason for issuing a new certificate]."

Void or Return Unused Federal Plant Export Certificates

Issuing offices (accountability points) document on APHIS Form 80-R, Export Certificate Record, when Federal plant export certificates are voided or returned unused by USDA-APHIS-PPQ, the public, or industry. Issuing offices maintain file copies of either original Export Certificate Records or voided Federal plant export certificates. If your Export Certification Specialist wants to be notified of voided certificates, then consider attaching the original or copy of the voided or returned unused certificate to APHIS Form 80-R in order to substantiate the credit.

For directions on refunding or crediting voided Federal plant export certificates, see *Special Procedures, User Fees, Handle Refunds and Credits* on **page 3-11-21**.



All voided Federal plant export certificates (including those ruined while typing or preparing) that were prepaid by exporters **must** be returned to the issuing office (accountability point).

USDA-APHIS-PPQ retains a \$7 administrative fee from the refund or credit for voided Federal plant export certificates.

PPQ Form 553, Certificate of Heat Treatment


<small>WARNING: No changes, corrections, alterations, nor additions are permitted to this Form. Failure to comply is a violation of 7 CFR Part 353 and/or other applicable regulations or laws, is subject to civil and criminal penalties under 7 U.S.C. s 7734, and may be prosecuted under 18 U.S.C. s 1001 and/or other applicable laws.</small>		<small>OMB No. 0579-0147</small>
	U.S. DEPARTMENT OF AGRICULTURE Animal and Plant Health Inspection Service Plant Protection and Quarantine	Conifer Solid Wood Packing Material to the People's Republic of China
CERTIFICATE OF HEAT TREATMENT		
TO: State Administration for Entry-Exit Inspection and Quarantine (SAIQ) of the People's Republic of China		
<i>This is to certify that the conifer packing material in this shipment has been heat treated through a treatment process that increased the minimum core wood temperature to 56 degrees Celsius for 30 minutes.</i>		
SHIPMENT INFORMATION		
1. Name and Address of Exporter:	2. Name and Address of Consignee:	
3. Signature of Exporter		
<small>By signing block 3, the exporter acknowledges any intentional false statement in this Certificate of Heat Treatment or misrepresentation relative to this heat treatment certificate is a violation of law, subject to civil penalties of up to \$250,000 (7 U.S.C. s 7734(b)), punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both. (18 U.S.C. s1001)</small>		
SHIPMENT IDENTIFICATION		
4. Description of Consignment:		
ENDORSEMENT OF CERTIFICATION (Official Use Only)		
(Official Stamp)	5. Date of Issue	
	6. Issuing Office (City and State)	
	7. Other Information	
8. Signature of Endorsing Official		
<small>No financial liability shall attach to the United States Department of Agriculture or to any officer or representative of the service with respect to this certificate.</small>		
<small>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0147. The time required to complete this information collection is estimated to average .017 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</small>		
PPQ FORM 553 (DEC 2003)		

FIGURE 2-5-1: Example of PPQ Form 553, Certificate of Heat Treatment (blank)

Introduction to PPQ Form 553

PPQ Form 553 is an official document used to certify the heat treatment of coniferous solid wood packing material associated with plants or unprocessed or unmanufactured products for export to the People's Republic of China.

Purpose of PPQ Form 553

The purpose of PPQ Form 553 is to endorse the exporter's statement that the coniferous packing materials have been heat treated in the United States or in Canada by being subjected to a minimum core temperature of 56 degrees Celsius for 30 minutes.

Hong Kong addresses are acceptable if the U.S. exporter indicates that the materials exported to Hong Kong will be reshipped to other regions of China by the Hong Kong consignee.

Endorsement of PPQ Form 553

ACOs endorse a completed original and one copy of PPQ Form 553 presented by an exporter, shipper, or broker. To avoid potential delays, exporters are encouraged to have their certificates of heat treatment endorsed by an ACO as close to the initial point of shipment as possible. Exporters should **not** wait for endorsement at the final port of export. See [Table 2-5-1 on page 2-5-13](#) for specific instructions on how to endorse a partially completed PPQ Form 553.

The exporter is responsible for completing those parts of PPQ Form 553 that cover shipment information and shipment identification. PPQ Form 553 is available for public use from the following USDA-APHIS-PPQ web site address:

<http://www.aphis.usda.gov/oa/chinaswp/ppq553.pdf>³.

Refer the exporter to the reverse side of the form or to *Appendix B, Forms, PPQ Form 553, Conifer Solid Wood Packing Material to the People's Republic of China* on **page B-1-9** for instructions about completing and filing the form.

³ The word spacing on this official document may vary depending on the printer used to download this document; therefore, the exporter may need to adjust the printer margins to 0.5 inches for consistent results.

TABLE 2-5-1: Instructions to Endorse PPQ Form 553, Certificate of Heat Treatment

If the block is:	Then follow these instructions to endorse PPQ Form 553:		
WARNING This warning alerts all parties that any alteration, forgery, or unauthorized use of the Federal plant export certificate is subject to civil penalties or punishable by a fine or imprisonment.			
SHIPMENT INFORMATION			
1. Name and Address of Exporter	VERIFY that the exporter has provided a complete name and mailing address; only accept U.S. addresses		
2. Name and Address of Consignee	VERIFY that the exporter has provided a complete name and physical address of the ultimate consignee; only accept China or Hong Kong ¹ addresses		
3. Signature of Exporter	VERIFY that the exporter signed the document. The exporter's signature attests to the accuracy of the heat treatment and certifies that the treatment was performed and documented ²		
SHIPMENT IDENTIFICATION			
4. Description of Consignment	◆ VERIFY that the exporter has provided a complete description of the shipment including quantity, weight, goods, and packaging ◆ The description should also include the number of coniferous solid wood packing materials in the shipment (see examples below) <table border="1" style="margin-top: 10px;"> <tr> <td style="padding: 5px;">EXAMPLE</td><td style="padding: 5px;">52 conifer pallets with 240 cardboard cartons of automobile spare parts, or 2 conifer crates containing turbine assemblies.</td></tr> </table>	EXAMPLE	52 conifer pallets with 240 cardboard cartons of automobile spare parts, or 2 conifer crates containing turbine assemblies.
EXAMPLE	52 conifer pallets with 240 cardboard cartons of automobile spare parts, or 2 conifer crates containing turbine assemblies.		
ENDORSEMENT OF CERTIFICATION			
5. Date of Issue	ENTER the date signed by you, the endorsing official (ACO)		
6. Issuing Office (<i>City and State</i>)	ENTER the city and State where PPQ Form 553 is endorsed		
7. Other Information	WRITE comments relevant to the endorsement		
8. Signature of Endorsing Official	SIGN your name as the endorsing official (ACO)		
(<i>Official Stamp</i>)	STAMP with impression of approved stamp		

- 1 If the U.S. exporter indicates that the materials exported to Hong Kong will be reshipped to other regions of China by the Hong Kong consignee, then Hong Kong addresses are acceptable.
- 2 Exporters **must** retain documentation of heat treatment for 1 year after date of issue and upon request **must** have that documentation available for official review.

Distribution of PPQ Form 553

ACO's return one endorsed copy to the exporter and keep one on file.

Maintenance of PPQ Form 553

Exporters are responsible for retaining documentation of heat treatment for 1 year after date of issuance, and upon request, **must** have that documentation available for official review.

PPQ Form 577, Federal Phytosanitary Certificate


No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		See reverse for additional OMB information.		FORM APPROVED OMB NO. 0579-0052	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE TO: THE PLANT PROTECTION ORGANIZATION(S) OF SAMPLE		FOR OFFICIAL USE ONLY PLACE OF ISSUE SAMPLE NO.: FPC XXXXXXXX DATE INSPECTED			
CERTIFICATION					
This is to certify that the plants, plant product or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from the quarantine pests, specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party including those for regulated non-quarantine pests.					
DISINFESTATION AND/OR DISINFECTION TREATMENT					
1. DATE		2. TREATMENT			
3. CHEMICAL (active ingredient)		4. DURATION AND TEMPERATURE			
5. CONCENTRATION		6. ADDITIONAL INFORMATION			
DESCRIPTION OF THE CONSIGNMENT					
7. NAME AND ADDRESS OF THE EXPORTER		8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE			
9. NAME OF PRODUCE AND QUANTITY DECLARED SAMPLE		10. BOTANICAL NAME OF PLANTS SAMPLE			
11. NUMBER AND DESCRIPTION OF PACKAGES SAMPLE		12. DISTINGUISHING MARKS SAMPLE			
13. PLACE OF ORIGIN SAMPLE		14. DECLARED MEANS OF CONVEYANCE SAMPLE			
		15. DECLARED POINT OF ENTRY			
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).					
ADDITIONAL DECLARATION					
SAMPLE		SAMPLE			
					
16. DATE ISSUED		17. NAME OF AUTHORIZED OFFICER (Type or Print)		18. SIGNATURE OF AUTHORIZED OFFICER	
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.					
PPQ FORM 577 FEB 2001		Previous editions are obsolete after 5/30/01		PART 1 - SHIPPER'S ORIGINAL	

FIGURE 2-5-2: Example of PPQ Form 577, Federal Phytosanitary Certificate (blank)

Introduction to PPQ Form 577

PPQ Form 577, Federal Phytosanitary Certificate, is an accountable inspection certificate used to certify domestic plants and unprocessed or unmanufactured plant products for export. See [Figure 2-5-2 on page 2-5-15](#) for an example of a blank PPQ Form 577.

PPQ Forms 577 and 579 follow the format of the international model established by the International Plant Protection Convention, and are used to document the phytosanitary condition of exported plants and plant products.

Authorized Certification Officials (ACOs) are responsible for holding in strict confidence the information in these official documents, collecting user fees (if applicable), and maintaining an accountability system for tracking these documents. For details about these topics, see [Accountability on page 2-5-2](#), [Confidentiality on page 2-5-5](#), or [User Fees on page 3-11-1](#).

Purpose of PPQ Form 577

The purpose of PPQ Form 577 is to expedite the entry of domestic plants or unprocessed or unmanufactured plant products into a foreign country. ACOs certify that the domestic plants or plant products have been inspected or tested according to appropriate official procedures, are considered to be free from quarantine pests, and conform with the current phytosanitary requirements of the importing country.

PPQ Form 577 **cannot** be issued for the following:

- ◆ Eligible processed products of foreign origin (see [PPQ Form 578, Export Certificate, Processed Plant Products on page 2-5-33](#))
- ◆ Foreign plants and unprocessed or unmanufactured plant products for re-export (see [PPQ Form 579, Phytosanitary Certificate for Reexport on page 2-5-41](#))
- ◆ Domestic and foreign commodities that have been blended to the extent that their identity has been lost (see [PPQ Form 579, Phytosanitary Certificate for Reexport on page 2-5-41](#))
- ◆ Domestic products moving to the United States, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands (St. Thomas, St. Croix, or St. John) (refer the exporter to the State, country, or affiliated island's plant regulatory agency for certification using a State phytosanitary certificate).

Completion of PPQ Form 577

See [Table 2-5-2](#) for specific instructions, techniques, and examples about how to complete PPQ Form 577. For general guidelines, see [General Guidelines for Completing Federal Plant Export Certificates](#) on [page 2-5-6](#).

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate



If the block is:	Then follow these instructions to complete PPQ Form 577:
TO: THE PLANT PROTECTION ORGANIZATION(S) OF	<p>ENTER the approved name of the foreign country indicated in the export summary on either the front page or at the top of the EXCERPT screen</p> <div>  <p>Important</p> <p>The country name entered in this block must be the same as the country identified in <i>Block 8, Declared Address of the Consignee</i>.</p> </div>
PLACE OF ISSUE	<ul style="list-style-type: none"> ◆ ENTER the complete name of the city and State of the issuing office; do not abbreviate ◆ VALIDATE each PPQ Form 577 only by the issuing office accountable for that Federal plant export certificate ◆ VERIFY the correct issuing office for prepaid PPQ Form 577 (this block is already completed)
NO.: FPC	DO NOT WRITE in this space; all PPQ Forms 577 are prenumbered to deter forgeries and to facilitate accountability
DATE INSPECTED	<ul style="list-style-type: none"> ◆ ENTER the actual date(s) of the final export inspection ◆ ENTER date in correct order (month, day, year); never use European format ◆ SPELL OUT the month (January 1, 2004); never use numbers for the month and never abbreviate the month ◆ CONSULT the export summary for a specified time line between date inspected and date shipped. In general, final export inspections are to be conducted within 30 days of the intended shipment <div>  <p>Important</p> <p>Never enter dates of a growing season or field inspection.</p> </div>
<p>CERTIFICATION</p> <p>DO NOT WRITE in this space. This statement describes the certification responsibilities as dictated by the International Plant Protection Convention. USDA-APHIS-PPQ will continue its policy to inspect and certify consignments practically free from other injurious pests</p>	

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)


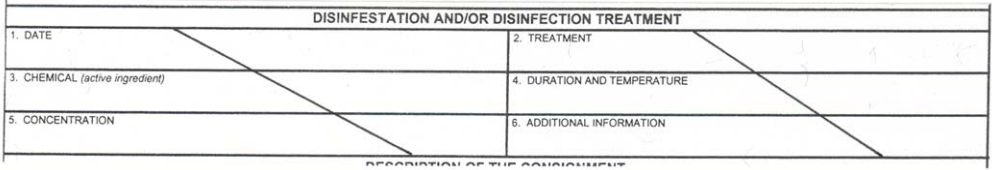
If the block is:	Then follow these instructions to complete PPQ Form 577:
DISINFESTATION AND/OR DISINFECTION TREATMENT	
 <p>Important</p>	<p>Complete this section only if an acceptable treatment was conducted, which includes label information for treated seeds.</p> <p>Complete all blocks in this section.</p>
<p>If no acceptable treatment was conducted, then LINE OUT the unused space and continue on to the DESCRIPTION OF CONSIGNMENT. The following example shows lining out the treatment section by drawing two diagonal lines from left to right, recognizing that as information technology advances there are other acceptable methods of lining out, such as using horizontal lines or symbols.</p>	
	
1. DATE	<p>◆ ENTER the actual date of the treatment.</p> <p>◆ ENTER date in correct order (month, day, year); never use European format</p> <p>◆ SPELL OUT the month (January 1, 2004); never use numbers for the month and never abbreviate the month</p>
2. TREATMENT	ENTER the full description of the treatment, e.g., fumigation, cold treatment, dip, spray (do not use abbreviations or partial terms such as T101)
3. CHEMICAL (active ingredient)	ENTER the name of the active ingredient
4. DURATION AND TEMPERATURE	ENTER the duration of the treatment and temperature (use of internationally recognized scientific abbreviations such as C for Celsius and F for Fahrenheit is acceptable)
5. CONCENTRATION	ENTER the concentration of chemicals (use of internationally recognized scientific abbreviations, e.g., 32 g/m ³ , 2 lb./1000 ft ³ , 100 mm Hg is acceptable)
6. ADDITIONAL INFORMATION	ENTER information that further identifies the treatment (such as dip, slurry, dusted, sprayed)

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)



If the block is:	Then follow these instructions to complete PPQ Form 577:
DESCRIPTION OF CONSIGNMENT	
7. NAME AND ADDRESS OF THE EXPORTER	<ul style="list-style-type: none"> ◆ ENTER the complete name and address of the exporter (street or P.O. Box, city, State) ◆ SPELL OUT names of cities and State (preferred) ◆ INCLUDE phone and FAX numbers (optional) <div style="display: flex; align-items: center; margin-top: 10px;">  <div> <p>Important</p> <p>Exporter's address must be in the United States or a U.S. territory or commonwealth, which includes American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.</p> <p>Never enter more than one exporter's name and address.</p> <p>Do not use statements such as "In-care-of" (c/o), "Attention to", "Agent for", or "Notify".</p> </div> </div>
8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE	<ul style="list-style-type: none"> ◆ ENTER the complete name and address of the consignee (person or company taking delivery of the commodity); at a minimum, include a name, city, and country ◆ SPELL OUT names of cities and countries (preferred) ◆ INCLUDE phone and FAX numbers (optional) <div style="display: flex; align-items: center; margin-top: 10px;">  <div> <p>Important</p> <p>Never enter more than one consignee's name and address; doing so would violate USDA-APHIS-PPQ policy to enter one consignee's name.</p> <p>Do not use statements such as "In-care-of" (c/o), "Attention to", "Agent for", or "Notify".</p> <p>Consignee's address must be in the country listed in the block "TO: THE PLANT PROTECTION ORGANIZATION(S) OF."</p> </div> </div>

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)


If the block is:	Then follow these instructions to complete PPQ Form 577:												
9. NAME OF PRODUCE AND QUANTITY DECLARED	<div>  <p>Important</p> </div> <p>This is a critical block; never correct information unless directed otherwise in the export summary.</p> <p>◆ ENTER the common name of the plant or plant product for precise identification; see the following table for additional instructions</p> <table> <tr> <th>If the produce is:</th><th>Then:</th></tr> <tr> <td>Beans for consumption</td><td>Enter fresh or dried beans</td></tr> <tr> <td>Seeds for animal feed</td><td>Enter the specific grain (such as oats or corn)</td></tr> <tr> <td>Seeds for planting</td><td>Enter seeds</td></tr> <tr> <td>Seeds for consumption</td><td>Enter grain</td></tr> <tr> <td>Propagative articles other than seeds</td><td> <p>List the number of each different propagative article followed by its name; see the example below</p> <p>EXAMPLE</p> <div>Enter 600 anemone bulbs for 3 cartons each containing 200 anemone bulbs. Enter the weight for bulk shipments to better describe the articles.</div> </td></tr> </table> <p>◆ SPELL OUT abbreviations</p> <p>EXAMPLE</p> <div>The abbreviation “lbs” is spelled out as pounds.</div> <p>◆ DO NOT LIST or refer to any of the following:</p> <ul style="list-style-type: none"> ❖ Grades ❖ Intended uses ❖ Other commercial terms ❖ Sizes ❖ Trade names <p>◆ If there is not enough space to list all entries, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7)</p> <p>◆ LINE OUT unused space, recognizing that as information technology advances there are other acceptable methods of lining out, such as using horizontal lines or symbols</p>	If the produce is:	Then:	Beans for consumption	Enter fresh or dried beans	Seeds for animal feed	Enter the specific grain (such as oats or corn)	Seeds for planting	Enter seeds	Seeds for consumption	Enter grain	Propagative articles other than seeds	<p>List the number of each different propagative article followed by its name; see the example below</p> <p>EXAMPLE</p> <div>Enter 600 anemone bulbs for 3 cartons each containing 200 anemone bulbs. Enter the weight for bulk shipments to better describe the articles.</div>
If the produce is:	Then:												
Beans for consumption	Enter fresh or dried beans												
Seeds for animal feed	Enter the specific grain (such as oats or corn)												
Seeds for planting	Enter seeds												
Seeds for consumption	Enter grain												
Propagative articles other than seeds	<p>List the number of each different propagative article followed by its name; see the example below</p> <p>EXAMPLE</p> <div>Enter 600 anemone bulbs for 3 cartons each containing 200 anemone bulbs. Enter the weight for bulk shipments to better describe the articles.</div>												

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)



If the block is:	Then follow these instructions to complete PPQ Form 577:
10. BOTANICAL NAME OF PLANTS	<div>  <p>Important</p> </div> <p>This is a critical block; never correct information unless directed otherwise in the export summary.</p> <p>NEVER IDENTIFY a plant or plant product to a level below the species classification (e.g., variety, cultivar), unless listed and required as such in an export summary.</p> <ul style="list-style-type: none"> ◆ ENTER the scientific name, including genus and specific epithet (species classification) ◆ Scientific names are mandatory for certifying propagative material and are preferred or required for all other products (e.g., New Zealand requires the scientific name for all certified products) ◆ Exporters are responsible for providing the scientific name ◆ ACOs verify the scientific name to the best of their ability ◆ If there is not enough space to list all entries, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7 for how to create continuation sheets and enter an additional declaration)
11. NUMBER AND DESCRIPTION OF PACKAGES	<div>  <p>Important</p> </div> <p>This is a critical block; never correct information unless directed otherwise in the export summary.</p> <ul style="list-style-type: none"> ◆ ENTER the number and types of shipping containers <div> <p>EXAMPLE</p> <p>50 wooden crates 150 cardboard cartons 500 burlap bags</p> </div> <ul style="list-style-type: none"> ◆ For bulk shipments, ENTER “In Bulk” ◆ If there is not enough space to list all entries, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7)

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)



If the block is:	Then follow these instructions to complete PPQ Form 577:
12. DISTINGUISHING MARKS	<div data-bbox="711 388 824 510">  <p>Important</p> </div> <div data-bbox="849 373 1409 514" style="background-color: #e0f2f1; padding: 10px;"> <p>This is a critical block; never correct information unless directed otherwise in the export summary.</p> <p>Never enter “As Addressed” and “As Marked.”</p> </div> <ul style="list-style-type: none"> ◆ ENTER the markings exactly as they appear on the containers, cartons, bags, bales, boxes, products, truck licenses, or railway cars ◆ If entered by the exporter or established after inspection, then visually or otherwise verify information entered in Block 12 using a supporting document such as the bill of lading ◆ If there are no distinguishing marks, ENTER “NONE” ◆ If there is not enough space to list all entries, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7)
13. PLACE OF ORIGIN	<ul style="list-style-type: none"> ◆ WRITE where the product was grown or cultivated by State, county, district, or other geographical or political subdivision as necessary by the phytosanitary regulations of the importing country (export summary, import permit, etc.) ◆ SPELL OUT names of States and counties (preferred) ◆ If there is not enough space to list all entries, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7) ◆ When the phytosanitary regulations of the importing country do not require a more definitive designation of origin (such as State, county, pest free area etc.), then WRITE “U.S.A.” <div data-bbox="699 1346 813 1467">  <p>Important</p> </div> <div data-bbox="837 1331 1421 1543" style="background-color: #e0f2f1; padding: 10px;"> <p>ACOs can require whatever document is necessary to verify origin.</p> <p>Never leave blank. If further refinements are not required by the importing country’s phytosanitary regulations, then WRITE “United States of America” or “U.S.A.”</p> </div>
14. DECLARED MEANS OF CONVEYANCE	<ul style="list-style-type: none"> ◆ ENTER the name of the airline or the name of the vessel ◆ ADD “or substitute” after a vessel’s name (acceptable) ◆ If the specific name of means of conveyance is unknown, then ENTER as appropriate, “airfreight”, “ocean vessel”, “railroad”, or “truck line” ◆ If rail or truck shipments to Canada or Mexico, then ENTER the name of the railroad or truck line, if known ◆ If mail shipments, then ENTER “air mail”, “surface mail”, “express mail”, or the carrier name (such as Federal Express or DHL)

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow these instructions to complete PPQ Form 577:
15.DECLARED POINT OF ENTRY	<ul style="list-style-type: none"> ◆ ENTER the point (the first point of entry in the destination country) of entry declared by the exporter ◆ CHECK the export summary to see if the declared point of entry is authorized; if the point of entry is not authorized, then WARN the exporter that the shipment may be delayed or refused entry ◆ ENTER “unknown” if a specific point of entry is not declared by the exporter or if statements such as Greek port(s) or unknown Turkish port(s) are declared ◆ SPELL OUT names of cities (preferred) ◆ ENTER multiple points of entry (acceptable)
<p>WARNING This warning alerts all parties that any alteration, forgery, or unauthorized use of the Federal plant export certificate is subject to civil penalties or punishable by a fine or imprisonment.</p>	

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)





If the block is:	Then follow these instructions to complete PPQ Form 577:
ADDITIONAL DECLARATION (See also Acceptable Additional Declarations on page 2-5-26 , Exceptions to Acceptable Additional Declarations on page 2-5-28 , and Prohibited Additional Declarations on page 2-5-29)	
	<div data-bbox="711 436 821 558">  Important </div> <div data-bbox="850 426 1406 579" style="background-color: #e0f2f1; padding: 10px;"> <p>This is a critical block; never correct information unless directed otherwise in the export summary.</p> <p>Never record official verifications on Federal plant export certificates.</p> </div> <ul style="list-style-type: none"> ◆ RECORD only those additional declarations that are specified by the foreign country in the export summary, on an import permit, or by the ECM ◆ USE English only, except for Latin binomial names of plants, plant products, and plant pests or plant diseases ◆ KEEP additional declarations to a minimum ◆ If there is more than one additional declaration, then PLACE each additional declaration within quotation marks to allow officials in the receiving country to distinguish between each AD ◆ If there is not enough space to list all additional declarations, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7) ◆ LINE OUT unused space when an additional declaration is entered (see example below, recognizing that as information technology advances there are other acceptable methods of lining out, such as using horizontal lines or symbols) <div data-bbox="672 1163 1421 1331"> <p style="text-align: center;">ADDITIONAL DECLARATION</p> <p>"The cotton in this shipment originated from areas free from the pink bollworm, <i>Pectinophora gossypiella</i>." "The cotton bales in this shipment were compressed at a minimum of 28 pounds per cubic foot."</p> <p style="text-align: center;">16. DATE ISSUED 17. NAME OF AUTHORIZED OFFICER (Type or Print) 18. SIGNATURE OF AUTHORIZED OFFICER</p> </div> <ul style="list-style-type: none"> ◆ LINE OUT the entire section when an additional declaration is not entered (see example below, recognizing that as information technology advances there are other acceptable methods of lining out, such as using horizontal lines or symbols) <div data-bbox="672 1472 1421 1652"> <p style="text-align: center;">ADDITIONAL DECLARATION</p> <p style="text-align: center;">16. DATE ISSUED 17. NAME OF AUTHORIZED OFFICER (Type or Print) 18. SIGNATURE OF AUTHORIZED OFFICER</p> </div>

TABLE 2-5-2: Instructions to Complete PPQ Form 577, Federal Phytosanitary Certificate (continued)

If the block is:	Then follow these instructions to complete PPQ Form 577:
AUTHORIZATION	
16. DATE ISSUED	<p>◆ ENTER the date the certificate is prepared or validated by an ACO (in contrast to the date of inspection recorded in the HEADING)</p> <p>◆ ENTER date in correct order (month, day, year); never use European format</p> <p>◆ SPELL OUT the month (January 1, 2004); never use numbers for the month; never abbreviate the year</p> <div>  <p>Important</p> </div> <p>If the time limit between the inspection date (or issuance date) and the shipping date may be exceeded, then do not issue Federal plant export certificates.</p>
17. NAME OF AUTHORIZED OFFICER (<i>Type or Print</i>)	<p>TYPE or PRINT the name of the ACO who will sign the certificate</p> <div>  <p>Important</p> </div> <p>DO NOT ADD titles.</p>
18. SIGNATURE OF AUTHORIZED OFFICER	<p>◆ SIGN your name; only ACOs can authenticate Federal plant export certificates; stamped signatures are not permitted</p> <p>◆ Only one original signature is authorized</p> <div>  <p>Important</p> </div> <p>DO NOT authenticate multiple copies of a certificate. If a number of originals are needed, then have the exporter make copies and suggest the copies be notarized by a Notary Public as true copies of the original.</p>

Additional Declarations on PPQ Form 577

To supplement the above instructions to complete the *Additional Declaration* section of PPQ Form 577, see the following:

- ◆ [Authority](#) (for entering additional declarations)
- ◆ [Acceptable Additional Declarations](#)
- ◆ [Exceptions to Acceptable Additional Declarations](#)
- ◆ [Prohibited Additional Declarations](#)

Authority

ACOs have authority to enter additional declarations on Federal plant export certificates.

Exporters, shippers, or brokers are **not** allowed to enter additional declarations on Federal plant export certificates, **except** when the ACO's workload **does not** allow him or her to prepare the certificate. In these rare cases, the ACO **must** dictate the required additional declaration to the exporter and then check the wording for accuracy at the time the certificate is presented for authentication.

Acceptable Additional Declarations

Additional declarations may be entered on PPQ Form 577 in the following instances:

- ◆ Export summary specifically states that an additional declaration is required (see [Exceptions to Acceptable Additional Declarations](#) on **page 2-5-28**)
- ◆ Import permit, import license, or letter of authorization issued by the plant protection organization of the foreign country and presented by the exporter specifically states that an additional declaration is required. In this instance, ACOs are to add an additional declaration that states, "Import permit *[number on the permit, license, or letter]* was presented." (See [Exceptions to Acceptable Additional Declarations](#) on **page 2-5-28**)
- ◆ Importer is a government agency that has a commercial contract with the exporter. In this instance, ACOs are to add an additional declaration referring to the contract

ACOs enter additional declarations on PPQ Form 577 for the previously listed instances because they are specifically required by a foreign country.

The following instances are included as acceptable additional declarations because they imply that they are required by a foreign country: (They are examples of when information exists that ACOs believe the plant protection organization of the importing country should know.)

- ◆ Attach an official document to PPQ Form 577 because the document has a direct bearing on the description of the plants or plant products and is of a phytosanitary nature (in this instance, ACOs are to add an additional declaration referring to the attachment; see [Continuation Sheets](#) on **page 2-5-7**)
- ◆ Insufficient space in blocks on PPQ Form 577 to describe the consignment or enter additional declarations (see [Continuation Sheets](#) on **page 2-5-7**)

- ◆ Replace a previously-issued PPQ Form 577 because of an erroneous certificate, a lost certificate, or a cancelled certificate (see [Replace Lost Federal Plant Export Certificates](#) on page 2-5-9 or [Reissue Federal Plant Export Certificates](#) on page 2-5-10)
- ◆ Required import permit was presented by the exporter for a nonprohibited, restricted product (see example below)
- ◆ Required import permit was **not** presented by the exporter for a nonprohibited, restricted product (see example below)



An import permit **must** be presented for plants or plant products **prohibited** by the importing country.

EXAMPLE

"Import Permit Number 37620 was presented."

"**No** Import Permit was presented."

When allowed by the importing country, ACOs can amend an additional declaration that is required by a foreign country in the following two instances⁴:

- ◆ The first instance is when the plants or plant products are free from pests either based on inspection or based on the fact that the pest is **not** known to occur in the area of production (see examples below)

EXAMPLE

"Based upon inspection, the shipment is free from Colorado potato beetle, *Leptinotaria decemlineata*."

"Parent plants were inspected during active growth and found free from bacterial wilt, *Xanthomonas stewartii*."

"Japanese beetle, *Popillia japonica*, is **not** known to occur in the State of California."

- ◆ The second instance is when a pest of concern is **not** known to occur in the United States (ACOs **must** obtain information about pest distribution from reliable sources⁵; see the examples below)

EXAMPLE

"Potato wart, *Synchytrium endobioticum*, is **not** known to occur in the United States."

"The khapra beetle, *Trogoderma granarium*, is **not** known to occur in the United States."

⁴ Refer questions to Export Services through channels. See [Table 2-1-3 on page 2-1-20](#) under *Procedures, Preparation, Contact Protocol*.

Exceptions to Acceptable Additional Declarations

When ACOs are certifying shipments of bulk grain and a particular pathogen occurs in the United States, then ACOs **must never** attest to freedom or apparent freedom from plant disease causing organisms. USDA-APHIS-PPQ's policy prohibits making such statements as additional declarations, because inspecting parent plants during active growth in the field or analyzing selected grain samples in the laboratory is impractical. This prohibition applies regardless of whether the requirement is stated in an export summary, an import permit, or letter of contract.

ACOs may attest to freedom or apparent freedom from plant disease causing organisms **only** if the pathogen is **not** known to occur in the United States (see example below).

EXAMPLE

"*Cephalosporium maydis* and *Peronosclerospora maydis* are **not** known to occur in the United States."

For bulk grain, ACOs may attest to an additional declaration against Karnal bunt of wheat (*Tilletia indica*), when that additional declaration is specifically listed in EXCERPT. This exception exists because of an ongoing national survey against Karnal bunt of wheat. For any other request to list an additional declaration against Karnal bunt of wheat in bulk grain, contact Export Services through channels. See [Table 2-1-3 on page 2-1-20](#) under *Procedures, Preparation, Contact Protocol*.

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- 5 Reliable sources for pest distribution are as follows (refer doubtful instances to USDA-APHIS-PPQ Quarantine Policy Analysis and Support through channels):
- ◆ Link within the export summary to the CAPS (provided that all States have entered all survey information)
 - ◆ Area identifiers
 - ◆ Export Certification Specialists (ECS)
 - ◆ National Agricultural Pest Information System (NAPIS)
 - ◆ State or county regulatory personnel
 - ◆ Riverdale (Biological and Technical Services) through your ECS
 - ◆ Cooperative Extension Services
 - ◆ Universities

Prohibited Additional Declarations

ACOs **must never** enter or authenticate an additional declaration on a Federal plant export certificate that refers to the following:

- ◆ Advice number
- ◆ Aflatoxins or other mycotoxins
- ◆ Authorization number (**not** to be confused with a letter of authorization from the plant protection organization of the importing country)
- ◆ Fitness for human consumption
- ◆ For bulk shipments of grain, freedom from plant disease-causing organisms, when a pathogen occurs in the United States
- ◆ Freedom from animal diseases and statements about animal health concerns⁶
- ◆ Grade and/or quality
- ◆ Genetic composition and/or disease resistance⁷
- ◆ Intended use (such as for scientific purposes)
- ◆ Import reference number
- ◆ Import tariff item number
- ◆ Letter of commitment number
- ◆ Letter of credit number
- ◆ Letter of credit requirements or other unofficial requests from buyers and sellers
- ◆ Levels of radioactivity, nuclear radiation, or radionuclides associated with a commodity⁸
- ◆ Official verification listed in an export summary or an import permit
- ◆ Pesticide or other chemical residues
- ◆ Purchase contract number
- ◆ References pertaining to a permit or a permit number issued by the Division of Management Authority for protected plant species
- ◆ References to artificially propagated or wild collected plants

6 APHIS' policy is to **not** attest to animal health concerns on Federal plant export certificates. Refer exporters to USDA-APHIS-PPQ Veterinary Regulatory Services for letterhead statements to attest to the freedom from specific animal diseases. **Do not** attach these statements to Federal plant export certificates.

7 For certifying genetic composition and/or disease resistance, refer exporters to GIPSA at 202-720-0252 or <<http://www.aphis.usda.gov/biotech>> for letterhead statements. **Do not** attach these statements to Federal plant export certificates.


8 For attesting to the absence of abnormal radioactive contaminant levels, refer exporters to Office of Food Safety and Technical Service, USDA/FAS OFSTS, Room 5545, South Agricultural Building, 14th and Independence Avenue, SW, Washington, DC 20250; phone 202-720-1301.

- ◆ Any other requested statement that is **not** of a phytosanitary nature, such as economic permits, quantity or quality restrictions, or methods of packaging

Distribution of PPQ Form 577

Use [Table 2-5-3](#) to distribute copies of PPQ Form 577.

TABLE 2-5-3: Distribution of PPQ Form 577, Federal Phytosanitary Certificate

If the copy is:	Then:
Part 1—Shipper's Original (white with blue microprint background) ¹	<p>GIVE the copies to the exporter, shipper, or broker</p> <div style="display: flex; align-items: center;">  <div style="background-color: #e0f2f1; padding: 5px; margin-left: 10px;"> <p>Special instructions for distributing the original and the exporter's copies will be in the export summary.</p> </div> </div> <p>Important</p>
Part 2—Shipper's Copy (pink)	
Part 3—Record Copy (yellow)	<ol style="list-style-type: none"> 1. ATTACH any pertinent information for that specific shipment² 2. SEND the record copy to your supervisor, Export Certification Specialist (ECS), or State Plant Health Director (SPHD) (to whom and when to send record copies is established by the ECS and SPHD. A rule-of-thumb is on a weekly basis gather and send forward copies of issued certificates)
Part 4—Issuing Office Copy (blue)	<ol style="list-style-type: none"> 1. ATTACH any pertinent information for that specific shipment² 2. RECORD issuance on the Export Certification Record (see <i>Special Procedures</i>, User Fees on page 3-11-1) 3. FILE at the issuing office

- 1 Color of shipper's original will be the same for the Phytosanitary Certificate Issuance and Tracking database.
- 2 Such as import permit copy, application with inspection results, acceptable inspection certificate, State phytosanitary certificate, treatment information, continuation sheets (see [Continuation Sheets](#) on **page 2-5-7**). Attach to the Issuing Office copy an invoice or bill of lading that would substantiate the shipment's value in case of an audit.

Maintenance of PPQ Form 577

As with any accountable government form, Federal plant export certificates **must** be maintained following established policy and operational guidelines. This includes guidelines established for the following offices:

- ◆ [Issuing Office](#)
- ◆ [Export Certification Specialist Office](#)

Issuing Office

Issuing offices retain the Issuing Office Copy of PPQ Form 577 for 3 years. After 3 years, destroy these copies by incinerating or shredding.



USDA-APHIS-PPQ Plant Inspection Stations and designated CITES ports retain the Issuing Office copies of PPQ Form 577 for 5 years for *protected plant material*. This is to maintain consistency with existing requirements to retain CITES/ESA documents and associated paperwork for 5 years.

Issuing office copies of PPQ Form 577 should be filed and maintained in numerical order by the certificate's accountability number along with the following, if applicable:

- ◆ Acceptable inspection certificate
- ◆ Attachments to the original (such as import permits and continuation sheets)
- ◆ Correspondence
- ◆ Import permit or other official documents that vary from EXCERPT guidelines or the export summary
- ◆ Invoice or bill of lading that would substantiate the shipment's value in case of an audit
- ◆ Inspection results
- ◆ PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export
- ◆ State phytosanitary certificate

Export Certification Specialist Office

ECSs retain the Record Copy of PPQ Form 577 until the forms are reviewed. ECSs are responsible for reviewing Federal plant export certificates to detect errors. (Generally, these copies are **not** forwarded to USDA-APHIS-PPQ Export Services; however, ECSs may keep the forms for training purposes. See *Procedures, Preparation, Roles and Responsibilities*, [Review Guidelines for Federal Plant Export Certificates](#) on page 2-1-14.)

PPQ Form 578, Export Certificate, Processed Plant Products


<p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0052. The time required to complete this information collection is estimated to average .03 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.</p>		<p>FORM APPROVED OMB NO. 0579-0052</p>
<p>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE</p> <p>EXPORT CERTIFICATE PROCESSED PLANT PRODUCTS</p>		<p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <p>PLACE: SAMPLE</p> <p>DATE:</p> <p>NUMBER: P XXXXXX</p>
NAME AND ADDRESS OF EXPORTER	NAME AND ADDRESS OF CONSIGNEE	
SAMPLE	SAMPLE	
MEANS OF CONVEYANCE	POINT OF ENTRY	
DESCRIPTION OF CONSIGNMENT		
PRODUCT (Kind, Quantity, and Weight)		
SAMPLE	SAMPLE	
IDENTIFICATION		
SAMPLE		
ORIGIN		
<p>WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).</p>		
<p>This is to affirm that, based upon inspection of submitted samples and/or by virtue of processing received, the plant products described above are believed to be free from injurious plant pests.</p>		
	SAMPLE	<p>NAME OF AUTHORIZED OFFICER</p> <p style="font-size: 1.5em;">SAMPLE</p> <p>SIGNATURE</p>
<p>No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.</p>		
<p>PPQ FORM 578 FEB 2001 Previous editions are obsolete after 6/30/01</p>		
<p>PART 1 - SHIPPER'S ORIGINAL</p>		

FIGURE 2-5-3: Example of PPQ Form 578, Export Certificate, Processed Plant Products

Introduction to PPQ Form 578

PPQ Form 578, Export Certificate, Processed Plant Products, is an accountable certificate used to certify eligible processed products for which PPQ Form 577 or PPQ Form 579 **cannot** be issued. See **Figure 2-5-3 on page 2-5-33** for an example of a blank PPQ Form 578.

Authorized Certification Officials (ACOs) are responsible for holding in strict confidence the information in these official documents, collecting user fees (if applicable), and maintaining an accountability system for tracking these documents. For details about these topics, see [Accountability](#) on **page 2-5-2**, [Confidentiality](#) on **page 2-5-5**, and [User Fees](#) on **page 3-11-1**.

Purpose of PPQ Form 578

The purpose of PPQ Form 578 is to assist U.S. exporters whose shipments may be placed in jeopardy if such a document is **not** issued. PPQ Form 578 was created by USDA-APHIS-PPQ to fill a void where **no** other USDA agency certification existed or could be adapted. **No** liability is attached to the USDA or to any of its representatives with respect to PPQ Form 578.

PPQ Form 578 may be issued **only** for those processed products specifically listed as eligible in EXCERPT, regardless of origin. However, there are some processed products listed as eligible for both PPQ Form 577 and PPQ Form 578. In these situations, check the requirements for the commodity in the export summary as some countries will specify that a PPQ Form 577 is required and this requirement would take precedence over issuing a PPQ Form 578 (examples include flour meal, soy flour). If a PPQ Form 577 is **not** required, then issue a PPQ Form 578.



Inform exporters that PPQ Form 578 is **not** a phytosanitary certificate and may **not** serve as one for facilitating the entry of processed products.

Completion of PPQ Form 578

See **Table 2-5-4 on page 2-5-35** for specific instructions, techniques, and examples about how to complete PPQ Form 578. For general guidelines, see [General Guidelines for Completing Federal Plant Export Certificates](#) on **page 2-5-6**.



Additional declarations and official verifications are **prohibited** on PPQ Form 578. Therefore **do not** add statements about a superseded certificate, even though ACOs may replace and void PPQ Form 578.

Treatments **cannot** be certified on PPQ Form 578.

If certifying freedom from animal diseases, refer exporters to USDA-APHIS-PPQ Veterinary Regulatory Services for letterhead statements to attest to freedom from specific animal diseases. **Do not** attach these statements to Federal plant export certificates.

If certifying radiation levels, refer exporters to Technical Office for International Trade, U.S. Department of Agriculture, Building 1070, BARC-EAST, Beltsville, Maryland 20705; phone 301-344-2845.

TABLE 2-5-4: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products

If the block is:	Then follow these instructions to complete PPQ Form 578:
PLACE	<ul style="list-style-type: none"> ◆ ENTER the complete name of the city and State of the issuing office; do not abbreviate ◆ Each PPQ Form 578 is validated only by the issuing office accountable for that Federal plant export certificate ◆ VERIFY that the correct issuing office is listed for prepaid PPQ Form 578 (this block is already completed)
DATE	<ul style="list-style-type: none"> ◆ ENTER the date when the certificate is prepared or validated by an ACO ◆ ENTER date in correct order (month, day, year); never use European format ◆ SPELL OUT the month (January 1, 2004); never use numbers for the month and never abbreviate the year
NUMBER	DO NOT WRITE in this space; all PPQ Forms 578 are prenumbered to deter forgeries and to facilitate accountability
NAME AND ADDRESS OF EXPORTER	<ul style="list-style-type: none"> ◆ ENTER the complete name and address of the exporter (street or P.O. Box, city, State); at a minimum, include name, city, and State ◆ SPELL OUT names of cities and States (preferred) <div style="display: flex; align-items: center; margin-top: 10px;"> <div> <p>Never enter more than one exporter's name and address.</p> <p>Do not use statements such as "In-care-of" (c/o), "Attention to", "Agent for", or "Notify".</p> <p>Exporter's address must be in the United States or a U.S. territory or commonwealth.</p> </div> </div>

TABLE 2-5-4: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products (continued)


If the block is:	Then follow these instructions to complete PPQ Form 578:
NAME AND ADDRESS OF CONSIGNEE	<ul style="list-style-type: none"> ◆ ENTER the complete name and address of the consignee (person or company taking delivery of the commodity); at a minimum, include a name, city, and country ◆ SPELL OUT names of cities and countries (preferred) <div>  <p>Important</p> <p>Never enter more than one consignee's name and address; doing so would violate USDA-APHIS-PPQ policy to enter one consignee's name.</p> <p>Do not use statements such as "In-care-of" (c/o), "Attention to", "Agent for", or "Notify".</p> <p>Consignee's address must be in the importing country.</p> </div>
MEANS OF CONVEYANCE	<ul style="list-style-type: none"> ◆ ENTER the airline or the name of the vessel ◆ ADD "or substitute" after a vessel's name (acceptable) ◆ If the specific name of the means of conveyance is unknown, then ENTER as appropriate, "airfreight", "ocean vessel", "railroad", or "truck line" ◆ If rail or truck shipments to Canada and Mexico, ENTER the name of the railroad or truck line, if known ◆ If mail shipments, ENTER "air mail", "surface mail", or "express mail"
POINT OF ENTRY	<ul style="list-style-type: none"> ◆ ENTER the point (the first port of entry in the destination country) of entry declared by the exporter ◆ ENTER "unknown" if a specific point of entry is not declared by the exporter ◆ SPELL OUT the names of cities (preferred) ◆ ENTER multiple points of entry (acceptable)
DESCRIPTION OF CONSIGNMENT	

TABLE 2-5-4: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products (continued)





If the block is:	Then follow these instructions to complete PPQ Form 578:
PRODUCT <i>(Kind, Quantity, and Weight)</i>	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>This is a critical block; never correct information.</p> <p>PPQ Form 578 can only be issued for eligible processed products listed in EXCERPT.</p> </div> </div> <p>Important</p> <ul style="list-style-type: none"> ◆ ENTER the processed product name as identified on the list of Eligible Processed Products in EXCERPT; do not add scientific names ◆ LIST the amount and description of the shipping containers as declared by the exporter (see example below) <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>EXAMPLE</p> <p>11 wooden crates 123 cardboard cartons 5 burlap bags If the shipment is a bulk shipment, then enter "In Bulk"</p> </div> <ul style="list-style-type: none"> ◆ SPELL OUT abbreviations ◆ LIST the declared weight in kilograms; if impracticable, then LIST the weight in pounds ◆ LINE OUT unused space
IDENTIFICATION	<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>This is a critical block; never correct information.</p> <p>Never ENTER "As Addressed" and "As Marked"</p> </div> </div> <p>Important</p> <ul style="list-style-type: none"> ◆ ENTER the markings as declared by the exporter, which may include markings applied to containers, cartons, bags, boxes, products, truck licenses, or railway cars ◆ If there are no distinguishing marks, ENTER "NONE"
ORIGIN	<ul style="list-style-type: none"> ◆ ENTER the origin as declared by the exporter; always specify the country of origin when the processed product originates from a foreign country ◆ SPELL OUT names of counties, State(s), or countries (preferred)
<p>WARNING</p> <p>This warning alerts all parties that any alteration, forgery, or unauthorized use of the Federal plant export certificate is subject to civil penalties or punishable by a fine or imprisonment.</p>	

TABLE 2-5-4: Instructions to Complete PPQ Form 578, Export Certificate, Processed Plant Products (continued)

If the block is:	Then follow these instructions to complete PPQ Form 578:
AUTHORIZATION	
NAME OF AUTHORIZED OFFICER	<p>TYPE or PRINT the name of the ACO who will sign the certificate</p> <div>  <p>Important</p> <p>Do not ADD titles.</p> </div>
SIGNATURE	<p>◆ SIGN your name; only ACOs can authenticate Federal plant export certificates; stamped signatures are not permitted</p> <p>◆ Only one original signature is authorized</p> <div>  <p>Important</p> <p>DO NOT sign multiple copies of a certificate. If a number of originals are needed, then have the exporter make copies and suggest the copies be notarized by a Notary Public as true copies of the original.</p> </div>

Distribution of PPQ Form 578

Use [Table 2-5-5](#) to distribute copies of PPQ Form 578.

TABLE 2-5-5: Instructions to Distribute PPQ Form 578, Export Certificate, Processed Plant Products

If the copy is:	Then:
Part 1—Shipper's Original (white with blue microprint background)	<ol style="list-style-type: none"> 1. If present and applicable, ATTACH a foreign phytosanitary certificate for foreign origin processed products 2. GIVE the copies to the exporter, shipper, or broker
Part 2—Shipper's Copy (white)	
Part 3—Record Copy (white)	<ol style="list-style-type: none"> 1. ATTACH any pertinent information for that specific shipment¹ 2. SEND the record copy to your supervisor, Export Certification Specialist (ECS), or State Plant Health Director (SPHD) (to whom and when to send record copies is established by the ECS and SPHD. A rule-of-thumb is on a weekly basis gather and send forward copies of issued certificates)
Part 4—Issuing Office Copy (white)	<ol style="list-style-type: none"> 1. ATTACH any pertinent information for that specific shipment¹ 2. RECORD issuance on the Export Certification Record (see <i>Special Procedures</i>, User Fees on page 3-11.1) 3. FILE at the issuing office

¹ Such as application, foreign phytosanitary certificate, continuation sheets (see [Continuation Sheets](#) on **page 2-5-7**). Attach to the Issuing Office copy an invoice or bill of lading that would substantiate the shipment's value in case of an audit.

Maintenance of PPQ Form 578

As with any accountable government form, Federal plant export certificates **must** be maintained following established policy and operational guidelines. This includes guidelines established for the following offices:

- ◆ Issuing Office
- ◆ Export Certification Specialist Office

Issuing Office

Issuing offices retain the Issuing Office Copy of PPQ Form 578 for 3 years. After 3 years, destroy these copies by incinerating or shredding.



USDA-APHIS-PPQ Plant Inspection Stations and designated CITES ports retain the Issuing Office copies of PPQ Form 578 for 5 years for *protected plant material*. This is to maintain consistency with existing requirements to retain CITES/ESA documents and associated paperwork for 5 years.

Issuing office copies of PPQ Form 578 should be filed and maintained in numerical order by the certificate's accountability number along with the following, if applicable:

- ◆ Attachments to original (such as continuation sheets)
- ◆ Correspondence
- ◆ Invoice or bill of lading that would substantiate the shipment's value in case of an audit
- ◆ Inspection results (if applicable)
- ◆ Foreign phytosanitary certificate
- ◆ PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export
- ◆ State phytosanitary certificate

Export Certification Specialist Office

ECSs retain photocopies of PPQ Form 578 until the forms are reviewed. ECSs are responsible for reviewing Federal plant export certificates to detect errors. (Generally, these copies are **not** forwarded to USDA-APHIS-PPQ Export Services; however, ECSs may keep the forms for training purposes. See Procedures, Preparation, Roles and Responsibilities, [Review Guidelines for Federal Plant Export Certificates](#) on page 2-1-14.)

PPQ Form 579, Phytosanitary Certificate for Reexport


No phytosanitary certificate can be issued until an application is completed (7 CFR 353)		See reverse for additional OMB information.		FORM APPROVED OMB NO. 0579-0052	
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE PHYTOSANITARY CERTIFICATE FOR REEXPORT		FOR OFFICIAL USE ONLY			
		PLACE OF ISSUE SAMPLE			
TO: THE PLANT PROTECTION ORGANIZATION(S) OF		NO. FPC XXXXXXXX -R			
CERTIFICATION					
This is to certify that the plants or plant products described below were imported into the United States from (Country of origin) _____ covered by Phytosanitary Certificate _____ of which is attached to this certificate. That they are <input type="checkbox"/> packed <input type="checkbox"/> repacked <input type="checkbox"/> in original <input type="checkbox"/> original <input type="checkbox"/> certified true copy based on the <input type="checkbox"/> original Phytosanitary Certificate <input type="checkbox"/> and additional inspection, they are considered to conform with the current phytosanitary regulations of the importing country, and that during storage in the United States, the consignment has not been subjected to the risk of infestation or infection.					
DISINFESTATION AND/OR DISINFECTION TREATMENT					
1. DATE		2. TREATMENT			
3. CHEMICAL (active ingredient)		4. DURATION AND TEMPERATURE			
5. CONCENTRATION		6. ADDITIONAL INFORMATION			
DESCRIPTION OF THE CONSIGNMENT					
7. NAME AND ADDRESS OF THE EXPORTER		8. DECLARED NAME AND ADDRESS OF THE CONSIGNEE			
SAMPLE		SAMPLE			
9. NAME OF PRODUCE AND QUANTITY DECLARED		10. BOTANICAL NAME OF PLANTS			
SAMPLE		SAMPLE			
11. NUMBER AND DESCRIPTION OF PACKAGES		12. DISTINGUISHING MARKS			
SAMPLE		SAMPLE			
13. PLACE OF ORIGIN		14. DECLARED MEANS OF CONVEYANCE			
		15. DECLARED POINT OF ENTRY			
WARNING: Any alteration, forgery, or unauthorized use of this phytosanitary certificate is subject to civil penalties of up to \$250,000 (7 U.S.C. Section 7734(b)) or punishable by a fine of not more than \$10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. Section 1001).					
ADDITIONAL DECLARATION					
SAMPLE		SAMPLE			
16. DATE ISSUED		17. NAME OF AUTHORIZED OFFICER (Type or Print) SAMPLE		18. SIGNATURE OF AUTHORIZED OFFICER	
No liability shall attach to the United States Department of Agriculture or to any officer or representative of the Department with respect to this certificate.					
PPQ FORM 579 FEB 2001 Previous editions are obsolete after 5/30/01 PART 1 - SHIPPER'S ORIGINAL					

FIGURE 2-5-4: Example of PPQ Form 579, Phytosanitary Certificate for Reexport (blank)

Introduction to PPQ Form 579

PPQ Form 579, Phytosanitary Certificate for Reexport, is an accountable inspection certificate used to certify foreign plants and unprocessed or unmanufactured plant products for re-export. See **Figure 2-5-4 on page 2-5-41** for an example of a blank PPQ Form 579.

Authorized Certification Officials (ACOs) are responsible for holding in strict confidence the information in these official documents, collecting user fees (if applicable), and maintaining an accountability system for tracking these documents. For details about these topics, see [Accountability](#) on **page 2-5-2**, [Confidentiality](#) on **page 2-5-5**, or [User Fees](#) on **page 3-11-1**.

Purpose of PPQ Form 579

The purpose of PPQ Form 579 is to expedite the entry of foreign plants or unprocessed or unmanufactured plant products into a foreign country. ACOs certify that, based on an original foreign phytosanitary certificate and/or an additional inspection, the foreign plants or plant products officially entered the United States, are considered to conform to the current phytosanitary regulations of the importing country, and have been safeguarded against the risk of infestation or infection while in the United States. If safeguarding **cannot** be verified, then ACOs **must** perform a phytosanitary inspection.

If domestic and foreign commodities have been blended to the extent that their identity has been lost, then ACOs **must** issue a PPQ Form 579, **not** a PPQ Form 577.

EXAMPLE

Wheat grain from the United States mixed with wheat grain from Canada is now a blended commodity. The blending can be in any proportion.

PPQ Form 579 may also be used to expedite entry into American Samoa, Federated States of Micronesia, Guam, Marshall Islands (islands affiliated with the United States), Northern Mariana Islands, Puerto Rico, or the U.S. Virgin Islands (St. Thomas, St. Croix, St. John). This use is authorized because States **do not** have re-export certificates.

PPQ Form 579 **cannot** be issued for the following:

- ◆ Eligible processed products of foreign origin (see [PPQ Form 578, Export Certificate, Processed Plant Products](#) on **page 2-5-33**)
- ◆ Plants or plant products transiting the United States under U.S. Customs' bond (such shipments should be accompanied by an original, foreign phytosanitary certificate if certification is required by the destination country)

Completion of PPQ Form 579

ACOs access the export summary of the importing country for outright prohibitions and known import requirements. Keep in mind that specific requirements for the listed plants and plant products from countries of origin **other than** the United States may **not** be contained in the export summaries.

Follow the preferred method for finding import requirements in the export summary of the importing country using EXCERPT. First, look in the export summary under *General Information* for those plants or plant products that are **prohibited**. **Do not** issue a PPQ Form 579 for plants or plant products listed as prohibited entry by the foreign country unless a valid import permit is presented and all requirements can be met.

Second, look in the export summary under *General Information* and *Product Requirements* for known import requirements for the foreign plants or plant products. If the import requirements are unknown (**not** identifiable in the export summary), then inquire as to whether the exporter has an import permit.

ACOs need to determine if the requirements can be met by either declarations on an original or certified true copy of a foreign phytosanitary certificate from the originating country or by conducting supplemental inspections, monitoring or supervising treatments, or initiating laboratory testings. Some requirements such as pest conditions in the originating country, production area freedom, growing season and field inspections, virus indexing, etc., should be attested to on a foreign phytosanitary certificate as these types of requirements **cannot** be done in the intermediary country (the United States).

However, **do not** refuse to issue PPQ Form 579 if the importing country requires the plants or plant products to meet conditions such as active growth field inspection, area of production free from specified pests, or virus indexing in the originating country.

If the proper declarations are **not** on a foreign phytosanitary certificate from the country of origin, then an additional declaration may be placed on PPQ Form 579 indicating one of the following as appropriate:

- ◆ The shipment met the entry requirements of the United States
- ◆ United States **does not** require phytosanitary certification for the entry of the plants or plant products

ACOs can record the results of supplemental phytosanitary inspection, testing, and treatment on PPQ Form 579. Such supplemental inspection, testing, or treatment carried out for the purpose of providing phytosanitary certification for a foreign origin product **must** be tailored to the known import requirements of the intended receiving country. The import requirements **must** be available to PPQ either through published plant health legislation and/or by import permits issued by the country's official plant protection organization.

Existing policy that disallows PPQ certification relative to pest conditions, field inspection, laboratory testing, etc., in the originating country is **not** changed; the phytosanitary certification issued by the plant protection organization of the originating country **must** address these types of issues.

Supplemental phytosanitary inspections of foreign origin products **must** be officially conducted by ACOs. Laboratory testing, indexing, etc., **must** be accomplished by Federal, State, or accredited university laboratories approved by USDA-APHIS-PPQ.

Treatments **must** be performed following procedures specified in the USDA-APHIS-PPQ *Treatment Manual* and monitored by a Federal, State, or county plant quarantine official. (For the complete APHIS policy about attesting to treatments on Federal plant export certificates, see *Procedures, Import Requirements, 5. Do the plants or plant products require treatment in the country of origin as a condition of entry, or was a treatment conducted?* on [page 2-3-16](#).)]

Determine if Foreign Plants or Unprocessed or Unmanufactured Plant Products Are Eligible for Re-export Certification

An overview of the steps to follow for determining if foreign plants and unprocessed or unmanufactured plant products are eligible for re-export certification is listed in [Figure 2-5-5](#). Details of the steps follow.

- Step 1: Determine that the Shipment Has Officially Entered U.S. Commerce**
 - Step 2: Review the Export Summary**
 - Step 3: Process Foreign Plants or Plant Products With an Import Permit**
 - Step 4: Verify Segregation and Safeguarding**
 - Step 5: Visually Examine Foreign Plants or Plant Products**
 - Step 6: Complete PPQ Form 579**
 - Step 7: Distribution of PPQ Form 579**
 - Step 8: Maintenance of PPQ Form 579**

FIGURE 2-5-5: Overview of Steps for Issuing PPQ Form 579

Step 1: Determine that the Shipment Has Officially Entered U.S. Commerce

Some plants or plant products require a foreign phytosanitary certificate in order to enter the U.S. commerce. When these plants or plant products are presented for re-export certification, the exporter may have an original or certified true copy of the foreign phytosanitary certificate. If an original or certified true copy is present, then use it to validate official entry into U.S. commerce and to attest to known import requirements of the receiving country. If there is **no** foreign phytosanitary certificate, then ask if the exporter has an import permit from the originating country for the plant products, or any other supporting documents (Custom's entry papers, invoice) bearing a release stamp.

Use [Table 2-5-7](#) to take the correct regulatory action based on supporting documents that would verify that the plants or plant products officially entered U.S. commerce.

Step 2: Review the Export Summary

Review the export summary of the importing country to see if the foreign plants and unprocessed or unmanufactured plant products offered for re-export are as follows:

- ◆ Not outright prohibited
- ◆ Have import requirements listed specifically for the plants or plant products from the originating country

Preferred Method for Finding Import Requirements in EXCERPT

Use the preferred method outlined below as a guide to find import requirements in EXCERPT. The preferred method acts as a filter to eliminate potentially conflicting or confusing information and helps ACOs find specific, high-priority information. While there are other possible shortcuts to navigating through export summaries, the following preferred method has proven to work well for training purposes. See **Table 2-5-6 on page 2-5-49** for regulating re-export shipments based on import requirements.

1. Login to EXCERPT at the following web site address and enter your user identification number and password⁹:

[<http://excerpt.ceris.purdue.edu/>](http://excerpt.ceris.purdue.edu/)

2. At the EXCERPT home page, check the following to identify recent changes or additions to import requirements for specific plants or plant products as well as alerts that may apply to all exports:
 - A. Messages and Alerts
 - B. Phytosanitary Notes
 - C. Recent Summary Changes
3. At the EXCERPT home page, select *Export Summary Inquiry*.
4. At the *Export Summary Inquiry* screen:
 - A. Type the name of the country in the *Country Name* block¹⁰.
 - B. Click on the radio button next to #2 for *General Information*¹¹.
 - C. Type “prohibited” in the *Category Name* block or leave the block blank.
 - D. Click the *Submit Query* button at the bottom of the screen.

9 If you **do not** have an authorized user identification number and password, then go to *Preparation, Export Certification Product*, [Request an EXCERPT Account](#) on **page 2-1-6**.

10 If you are unsure about the country name, then see *Appendix C, List of Countries* on **page C-1-1**.

11 *General Information* of export summaries is the first place to find prohibitions and import requirements for foreign plants and plant products.

5. Respond to any prompts to complete the query (list of country names or a Category Menu that is a list of topics under General Information).

If the country's name:	And EXCERPT:	Then:
Is not in EXCERPT	Has no specific instructions	Follow the contact protocol in Table 2-1-3 on page 2-1-20 under <i>Procedures, Preparation, Contact Protocol</i>
	Specifically instructs the user to contact Export Services directly	1. CONTACT Export Services by phone 301-734-8537 or FAX 301-734-3249
Is in EXCERPT	States that information for the country identified is not available and to call Export Services directly	2. FOLLOW-UP with your Export Certification Specialist about Headquarters' guidance
	Sends you to the country's export summary	1. NOTE the approved country name for completing PPQ Form 579
	Sends you to another foreign country's export summary, which contains the import requirements for the country name typed in	2. GO to 6., below

6. Select the plant part (plant product).

If the plant or plant part:	Then:
Is listed as prohibited from the originating country	1. REFUSE to certify, unless the exporter has an import permit written specifically for the plant or plant product from the originating country 2. If the exporter has an import permit, GO to Step 3: Process Foreign Plants or Plant Products With an Import Permit on page 2-5-50
Is not listed as prohibited	1. NOTE that the plant or plant product is not prohibited 2. Either GO back to the <i>Export Summary Inquiry</i> screen or the <i>Category Menu</i> , or JUMP to <i>General Information</i> from the bottom of the screen 3. CONTINUE to 7., below

7. Type “unrestricted” in the *Category Name* block and click on the *Submit Query* button; or select Unrestricted Products from the *Category Menu*.

If the plant or plant part:	Then:
Is listed as unrestricted from all countries or from the originating country	<ol style="list-style-type: none"> 1. NOTE that the plant or plant product is unrestricted. PPQ Form 579 is not required but can be issued 2. SKIP to Step 4: Verify Segregation and Safeguarding on page 2-5-51
Is not listed as unrestricted	<ol style="list-style-type: none"> 1. NOTE that the plant or plant product is not listed as unrestricted 2. Either GO back to the <i>Export Summary Inquiry</i> screen or the <i>Category Menu</i>, or JUMP to <i>General Information</i> from the bottom of the screen 3. CONTINUE to 8., below

8. Type “restricted” in the *Category Name* block and click on *Submit Query* button; or select Restricted Products from the *Category Menu*, then select the plant part (plant product). Also check the *Product Requirements* section of the export summary as some import requirements for foreign origin commodities has been listed there.

If a product is **not** outright prohibited and **no** import permit accompanies the shipment, then look for import requirements specifically listed in the export summary for the plants or plant products offered for export from the originating country.

If the plant or plant part:	Then:
Is listed with specific import requirements from the originating country	<ol style="list-style-type: none"> 1. NOTE the re-export requirements 2. GO to Table 2-5-6 on page 2-5-49
Is not listed with specific import requirements from the originating country	<ol style="list-style-type: none"> 1. If the product is not outright prohibited and no import permit accompanies the shipment or there are no known import requirements in the export summary, then these situations does not justify refusing certification. 2. SKIP to Step 4: Verify Segregation and Safeguarding on page 2-5-51

TABLE 2-5-6: Regulate Re-export Shipments Based on Import Requirements

If the plant or plant part is:	And the import requirements:	Then:
Prohibited entry into the importing country from the originating country	→	<ol style="list-style-type: none"> 1. REFUSE to certify, unless the exporter has an import permit written specifically for the plant or plant part from the originating country 2. If the exporter has an import permit, GO to Step 3: Process Foreign Plants or Plant Products With an Import Permit on page 2-5-50
Unrestricted from all countries or from the originating country	→	<ol style="list-style-type: none"> 1. NOTE that the plant or plant product is unrestricted; a PPQ Form 579 is not required but can be issued 2. SKIP to Step 4: Verify Segregation and Safeguarding on page 2-5-51
Listed with specific import requirements from the originating country	Can be met by the foreign phytosanitary certificate or by supplemental inspection, treatment, or testing that can be performed within an intermediary country (the United States)	<ol style="list-style-type: none"> 1. NOTE the re-export requirements 2. SKIP to Step 4: Verify Segregation and Safeguarding on page 2-5-51
	Cannot be met by the foreign phytosanitary certificate or by supplemental inspection, treatment, or testing because the type of requirement cannot be performed within an intermediary country (the United States) ¹	<ol style="list-style-type: none"> 1. If the product is not outright prohibited and no import permit accompanies the shipment or there are no known import requirements in the export summary or if known they cannot be met, then these situations do not justify refusing certification 2. SKIP to Step 4: Verify Segregation and Safeguarding on page 2-5-51
Not listed with specific import requirements from the originating country	→	<ol style="list-style-type: none"> 2. SKIP to Step 4: Verify Segregation and Safeguarding on page 2-5-51

1 Such as production area freedom, growing season and field inspections, pest conditions in the originating country, virus indexing.

Step 3: Process Foreign Plants or Plant Products With an Import Permit

Process foreign plants or plant products that have an import permit as follows:

1. REVIEW the import permit for requirements that **must** be met by the exporter.
2. IDENTIFY those requirements that can be met by the foreign phytosanitary certificate, if present, and those requirements that can be met by supplemental inspection, treatment, or testing.
3. INCLUDE an additional declaration on PPQ Form 579 that states, "Import permit *[number on the permit]* was presented."

Use [Table 2-5-7](#) to determine the action to take if the exporter has an import permit or other special authorization from the plant protection organization of the receiving foreign country specifically written for the plants or plant products from the originating foreign country.

TABLE 2-5-7: Action to Take on Foreign Plants or Plant Products With an Import Permit

If the phytosanitary requirements outlined on the import permit:	Then:
Can be met by the foreign phytosanitary certificate or by supplemental inspection, treatment, or testing	<ol style="list-style-type: none">1. IDENTIFY those requirements that can be met by the foreign phytosanitary certificate, if present, and those requirements that can be met by supplemental inspection, treatment, or testing2. INCLUDE an additional declaration on PPQ Form 579 that states, "Import permit <i>[number on the permit]</i> was presented."3. GO to Step 4: Verify Segregation and Safeguarding on page 2-5-51
Cannot be met by the foreign phytosanitary certificate or by supplemental inspection, treatment, or testing	REFUSE to issue PPQ Form 579

Step 4: Verify Segregation and Safeguarding

Verify segregation and safeguarding of re-export shipments and determine if the plants or plant products were both:

- ◆ Segregated and identity maintained
- ◆ Kept under suitable safeguards to prevent the risk of infestation or infection while in the U.S.

Make the determination by using your knowledge of and experience with the exporting company, the supporting documents, and the plants or plant products being exported. See [Table 2-5-8](#).

TABLE 2-5-8: Regulate Re-export Shipments Based on Segregation and Safeguarding

If the plants or plant products have:	Then:
Been segregated and safeguarded	1. CERTIFY the shipment with only a verification inspection (acceptable) 2. SKIP to Step 6: Complete PPQ Form 579 on page 2-5-54
Not been segregated and safeguarded	GO to Step 5: Visually Examine Foreign Plants or Plant Products on page 2-5-52
Been stored, repacked, or split while in the United States	

Step 5: Visually Examine Foreign Plants or Plant Products

Visually examine the foreign plants or plant products offered for re-export to perform the following:

- ◆ Validate the kind and quantity of the plants or plant products
- ◆ Compare supporting documentation
- ◆ Determine whether the shipment meets those import requirements of the importing country that can be met by supplemental inspection, treatment, or testing

See [Procedures, Inspection Guidelines, Steps 3-9](#) for the general guidelines to follow when inspecting foreign plants and plant products offered for re-export.

Record the results of any supplemental inspection, treatment, or testing on the reverse side of the issuing office copy of PPQ Form 579 or in the Export Inspection Data section of PPQ Form 572 (see [Procedures, Inspection Guidelines, Step 10, Table 2-4-11 on page 2-4-22](#)).

Use [Table 2-5-9](#) to determine the action to take based on the inspection results.

TABLE 2-5-9: Action to Take on Foreign Plants or Plant Products Based on Inspection Results

If the plants or plant products:	And you are a:	And the plants or plant products are:	Then:
Meet the import requirements based on a foreign phytosanitary certificate and/or by a supplemental inspection, treatment, or testing	PPQ Officer	Noncommercial shipment of unprocessed foreign origin	<ol style="list-style-type: none"> No fee is collected (see <i>Special Procedures</i>, User Fees on page 3-11-1) GO to Step 6: Complete PPQ Form 579 on page 2-5-54
		Commercial shipment of unprocessed foreign origin	<ol style="list-style-type: none"> COLLECT a user fee or RECORD a prepaid PPQ Form 579 (see <i>Special Procedures</i>, User Fees on page 3-11-1) GO to Step 6: Complete PPQ Form 579 on page 2-5-54
	State or county cooperator	→	<ol style="list-style-type: none"> If applicable, then SEE your local policy for collecting user fees Go to Step 6: Complete PPQ Form 579 on page 2-5-54
Do not meet the import requirements	→	→	REFUSE to issue PPQ Form 579

Step 6: Complete PPQ Form 579

The instructions for completing most of PPQ Form 579 are covered by those written for completing PPQ Form 577, **except** for the following areas of the certificate that are prepared differently:

- ◆ Certification
- ◆ *Block 13, Place of Origin* (under the Description of the Consignment)
- ◆ Additional Declaration

See [Table 2-5-10](#) for specific instructions, techniques, and examples about how to complete the different areas of PPQ Form 579. For general guidelines, see [General Guidelines for Completing Federal Plant Export Certificates](#) on [page 2-5-6](#).

TABLE 2-5-10: Instructions to Complete PPQ Form 579, Phytosanitary Certificate for Reexport

If the Block is:	Then follow these instructions to complete PPQ Form 579:						
CERTIFICATION	<ul style="list-style-type: none"> ◆ ENTER the name of the foreign country where the plants or plant products came from (country of origin); more than one country can be listed for more than one commodity ◆ ENTER the number of the foreign phytosanitary certificate, if available, and check whether the certificate is an original or certified true copy. USE the decision table below to determine what to enter in this space <table border="1"> <tr> <th>If the exporter:</th><th>Then:</th></tr> <tr> <td>Has the original or a true copy of the foreign certificate</td><td> 1. ENTER the number of the foreign certificate 2. CHECK whether the certificate is the original or a certified true copy </td></tr> <tr> <td>Does not have a foreign certificate (only for nonpropagative plant products to other than Canada)</td><td>ENTER “none” in the space to the right of the words “covered by Phytosanitary Certificate _____”</td></tr> </table> <ul style="list-style-type: none"> ◆ CHECK whether the plants or plant products are packed in the original containers or repacked in new containers ◆ CHECK whether the conformance with the current phytosanitary requirements of the importing foreign country are based on the original (or certified true copy) of the foreign phytosanitary certificate and/or based on additional (supplemental) inspection 	If the exporter:	Then:	Has the original or a true copy of the foreign certificate	1. ENTER the number of the foreign certificate 2. CHECK whether the certificate is the original or a certified true copy	Does not have a foreign certificate (only for nonpropagative plant products to other than Canada)	ENTER “none” in the space to the right of the words “covered by Phytosanitary Certificate _____”
If the exporter:	Then:						
Has the original or a true copy of the foreign certificate	1. ENTER the number of the foreign certificate 2. CHECK whether the certificate is the original or a certified true copy						
Does not have a foreign certificate (only for nonpropagative plant products to other than Canada)	ENTER “none” in the space to the right of the words “covered by Phytosanitary Certificate _____”						

TABLE 2-5-10: Instructions to Complete PPQ Form 579, Phytosanitary Certificate for Reexport (continued)



If the Block is:	Then follow these instructions to complete PPQ Form 579:
13. PLACE OF ORIGIN	<ul style="list-style-type: none"> ◆ ENTER the name of the foreign country where the plants or plant products originated ◆ If blended commodities, then list the United States of America as well as the originating country or countries before being blended with U.S. origin commodities ◆ If multiple commodities from multiple origins, then distinguish which commodity is from which country ◆ SPELL OUT names of countries
ADDITIONAL DECLARATION	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1; text-align: center; margin-right: 10px;">  <p>Important</p> </div> <div style="flex: 2;"> <p style="background-color: #e0f2f1; padding: 5px; border: 1px solid #c8e6c9;">This is a critical block; never correct information unless directed otherwise in the export summary.</p> <p style="background-color: #e0f2f1; padding: 5px; border: 1px solid #c8e6c9;">Never record official verifications on Federal plant export certificates.</p> </div> </div> <ul style="list-style-type: none"> ◆ RECORD only those additional declarations that are specified by the foreign country in the export summary, on an import permit, or by the ECM (see suggestions in Table 2-5-11 on page 2-5-56) ◆ USE English only, except for Latin binomial names of plants, plant products, plant pests or plant diseases ◆ KEEP additional declarations to a minimum ◆ If there is more than one additional declaration, then PLACE each additional declaration within quotation marks to allow officials in the receiving country to distinguish between them ◆ If there is not enough space to list all additional declarations, then ENTER “See attachment” and create a continuation sheet unless directed otherwise in the export summary (see Continuation Sheets on page 2-5-7) ◆ LINE OUT unused spaced when an AD is entered (see examples in Table 2-5-2 on page 2-5-17, recognizing that as information technology advances there are other acceptable methods of lining out, such as using horizontal lines or symbols)


TABLE 2-5-11: Suggested Additional Declarations for PPQ Form 579

If the exporter:	And the required certification is:	Then:
Has an original or true copy of the foreign phytosanitary certificate from the country of origin	On the foreign phytosanitary certificate	ENTER no additional declaration
	Not on the foreign phytosanitary certificate	<ol style="list-style-type: none"> 1. RECORD the results of a supplemental phytosanitary inspection, testing, or treatment on the reverse side of the Issuing Office Copy (See Table 2-4-11 on page 2-4-22 under <i>Procedures, Inspection Guidelines, Step 10: Record Inspection Results</i>) 2. ENTER an additional declaration stating, "The commodity met the entry requirements of the United States."
Does not have a foreign phytosanitary certificate from the country of origin		<ol style="list-style-type: none"> 1. RECORD the results of a supplemental phytosanitary inspection, testing, or treatment on the reverse side of the Issuing Office Copy (See Table 2-4-11 on page 2-4-22 under <i>Procedures, Inspection Guidelines, Step 10: Record Inspection Results</i>) 2. ENTER only acceptable and applicable additional declarations as follows: <ul style="list-style-type: none"> "The commodity met the entry requirements of the United States." "The United States does not require phytosanitary certification as a condition of entry for this commodity." "Import permit [number on the import permit] was presented." (applicable only when an import permit is specifically written for the commodities being shipped)

Step 7: Distribution of PPQ Form 579

Use [Table 2-5-12](#) to distribute copies of PPQ Form 579.

TABLE 2-5-12: Instructions to Distribute PPQ Form 579, Phytosanitary Certificate for Reexport

If the copy is:	Then:
Part 1—Shipper's Original (white w/blue microprint background)	<ol style="list-style-type: none"> 1. ATTACH the original or certified true copy of the foreign phytosanitary certificate if available 2. GIVE copies to the exporter, shipper, or broker <div style="text-align: center;">  Important </div> <div style="background-color: #e0f2f1; padding: 5px; border: 1px solid #c8e6c9;"> <p>Special instructions for distributing the original and the exporter's copies will be in the export summary.</p> </div>
Part 2—Shippers' Copy (white)	
Part 3—Record Copy (white)	<ol style="list-style-type: none"> 1. ATTACH any pertinent information for that specific shipment¹ 2. SEND the record copy to your supervisor, Export Certification Specialist (ECS), or State Plant Health Director (SPHD) (to whom and when to send record copies is established by the ECS and SPHD; a rule-of-thumb is on a weekly basis gather and send forward copies of issued certificates)
Part 4—Issuing Office Copy (white)	<ol style="list-style-type: none"> 1. ATTACH any pertinent information for that specific shipment RECORD issuance on the Export Certification Record (see <i>Special Procedures</i>, User Fees on page 3-11-1)¹ 2. FILE at the issuing office

- ¹ Such as import permit copy, foreign phytosanitary certificate, application with inspection results, acceptable inspection certificate, treatment information, and continuation sheets (see [Continuation Sheets](#) on **page 2-5-7**). Attach to the Issuing Office copy an invoice or bill of lading that would substantiate the shipment's value in case of an audit.

Step 8: Maintenance of PPQ Form 579

As with any accountable government form, Federal plant export certificates **must** be maintained following established policy and operational guidelines. This step includes guidelines established for the following offices:

- ◆ **Issuing Office**
- ◆ **Export Certification Specialist Office**

Issuing Office

Issuing offices retain the Issuing Office Copy of PPQ Form 579 for 3 years. After 3 years, destroy these copies by incinerating or shredding.



USDA-APHIS-PPQ Plant Inspection Stations and designated CITES ports retain the Issuing Office copies of PPQ Form 579 for 5 years for *protected plant material*. This is to maintain consistency with existing requirements to retain CITES/ESA documents and associated paperwork for 5 years.

Issuing office copies of PPQ Form 579 should be filed and maintained in numerical order by the certificate's accountability number along with the following, if applicable:

- ◆ Acceptable inspection certificate
- ◆ Attachment to the original (such as import permits, foreign phytosanitary certificates, and continuation sheets)
- ◆ Invoice or bill of lading that would substantiate the shipment's value in case of an audit
- ◆ Correspondence
- ◆ Inspection results
- ◆ PPQ Form 572, Application for Inspection and Certification of Domestic Plants and Plant Products for Export

Export Certification Specialist Office

ECSs retain the Record Copy of PPQ Form 579 until the forms are reviewed. ECSs are responsible for reviewing Federal plant export certificates to detect errors. (Generally, these copies are **not** forwarded to USDA-APHIS-PPQ Export Services; however, ECSs may keep the forms for training purposes. See *Procedures, Preparation, Roles and Responsibilities*, [Review Guidelines for Federal Plant Export Certificates](#) on **page 2-1-14.**)